

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 10-303

OPEN TO:	In-House Candidates Only	OPENING DATE:	December 2, 2010
POSITION:	Legal Advisor , FSN-11, FP-4*	CLOSING DATE:	December 15, 2010
POSITION NO:	I-15490		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$ 61,759 p.a. (Starting salary) (Position Grade: FP-4 to be confirmed by Washington) *Ordinarily Resident: Rs.2,518,042 p.a. (Starting salary) (Position Grade: FSN-11)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Legal Advisor in the Department of Justice.

BASIC FUNCTION OF POSITION:

Incumbent act as a Legal Advisor to the Rule of law (ROL) Program Manager and Resident Legal Advisors (RLAs) on all aspects of Pakistani criminal law and procedure. This includes the development of legal memoranda and technical support on legal issues that may arise in connection with policy or program issues. Incumbent will provide legal advice to the national and regional units that constitute part of the National Prosecutorial Training Plan, and shall act as a liaison on issues that may arise regarding training.

As a member of the DOJ/OPDAT training and planning team, he will help develop new training modules that enhance the mission objective for the Pakistani Prosecutor of all four provinces i.e. Punjab, Sindh, Baluchistan and KPK's (Public Prosecution Departments) Training Program. The Legal Advisor will also help coordinate and plan training activities for prosecutors, paralegals and investigators for the provincial and federal Units, both in Pakistan and in the United States. This training may also extend to judges and magistrates in Pakistan. Incumbent will actively participate in the development of the curriculum and agenda for specialized training, and regularly attend meetings with the RLAs to review the progress of the agency's training program. May also be called upon to provide legal instruction on a variety of topics connected with the work of the PPD, its National Units and Plan Pakistan's projects: Code Reform, Justice and Peace, Human Rights, and Complex areas of criminal law (money laundering, asset forfeiture, public corruption, terrorism, narcotics trafficking, sex crimes, cyber crime, kidnapping and homicides). Will act as a liaison between DOJ/OPDAT and GOP, and the Judicial Police, at the highest and medium level of the Public Prosecution Department. Performs other related duties as assigned by supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Post graduate studies in Law are required. Must have license to practice as lawyer in the High Courts of Pakistan.
- 2. EXPERIENCE:** Minimum eight years of professional legal experience required including experience as a Pakistani prosecutor and/or law enforcement experience as police prosecutor, Incumbent should have experience in handling criminal cases.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking English and Urdu are required.
- 4. KNOWLEDGE:** Must have advanced knowledge of the Pakistani criminal justice system; Advanced knowledge in comparative understanding of U.S. and Pakistani justice systems and specialized areas of criminal law as: money laundering and asset forfeiture; human rights and humanitarian international Law are required. Must know Plan Pakistan

regulations and justice programs. Must have deep knowledge of Pakistani law, criminal justice structure, procedure and needs of the Pakistani justice Sector institutions and specialized areas of criminal law.

5. ABILITIES & SKILLS: Incumbent must have superior intellectual skills and sound judgment to analyze and interpret significance of information and legal actions. Incumbent must be a self-starter who can quickly assimilate and analyze information and recommend the best courses of action. Must have strong interpersonal and communication skills, since incumbent must work very closely with the Pakistani Justice Sector dignitaries and officers, and serve as a primary point of contact between DOJ/OPDAT and Pakistani counterparts. Must have good computer skills (MS Office) with good typing speed.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by email submission only at HROIslamabad@state.gov, through email, the Vacancy Announcement Number (e.g. 10-150) must be mentioned in the subject line.

Please don't attach any document with your application. Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html. Only short listed candidates will be contacted for their test/interview.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: December 15, 2010

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.